

**Washington State Low-Income Weatherization Program**  
**Weatherization (Wx) Manual**  
Policies and Procedures, Specifications and Standards, and Supporting Documents

**Instructions**  
**Proposed Change Form**

1. All proposed changes must be submitted to Commerce on this form.
2. The input field boxes indicate where input is required.
3. Fill out all sections completely. Indicate non-applicable sections by entering "N/A".
4. Use a different form for each proposed change.
5. Save your changes and send each completed form as an email attachment to [judith.darst@commerce.wa.gov](mailto:judith.darst@commerce.wa.gov) by **December 1** for the next review cycle.

**Proposed Changes** must include the following:

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1. **Identify:** Policies & Procedures, Specifications & Standards, Supporting Documents, or Multi-Family Supplement by specific chapter, section (sub section if applicable), and page number.

*Example:      Section 17, Windows  
                    Subsection .2.1, Photo documentation  
                    Page 2*

2. **Language:** "Cut and paste" current language and use "Track Changes" (strikethrough and underline) to show proposed changes.

*Example:      ~~A date stamped~~ Both a dated "before" photo and written justification that clearly shows identifies the physical reason the window before it is replaced needs replacement shall be kept in the client file.*

3. **Reasons for change.** Briefly explain why the change is needed.

*Example:      "A date stamped photo" implies an automated system, when hand-dating is acceptable. This change also clarifies both photo and written documentation is required for the "before" condition.*

**Additional Information or Comments**

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Include supporting information, attachments, research, etc.